



JOB DESCRIPTION

JOB TITLE: Utility Worker I

DEPARTMENT: Public Works Department

REPORTS TO: Utility Supervisor

DATE: June, 2009

EMPLOYEE UNIT: AFSCME

Supersedes: September, 2006

FLSA EXEMPT: No

JOB SUMMARY: Under direct supervision of the Utility Supervisor, performs a variety of semi-skilled work in the maintenance of water supply and wastewater collection system facilities and appurtenances; performs related work as required.

CLASS CHARACTERISTICS: Utility Worker I is the entry level class in this maintenance series responsible for the operation of equipment, vehicles and power tools in the course of duty. This class is distinguished from other Utility Workers in this series based on the experience level and certificates required at time of hire.

The City of Morgan Hill is an AFSCME agency shop. Members of this class must either join AFSCME or pay an agency fee in lieu of membership.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following duties are performed personally, in cooperation with Utility Worker II, Senior Utility Workers and the Utility Supervisor, and/or in coordination with other City staff and community groups. Additional duties may be assigned.

1. Perform a variety of work to maintain water wells, chemical feeder equipment, pumps, motors, telemeter sensory equipment, treated water storage facilities, water distribution pipelines and related appurtenances, sanitary sewers for the collection of wastewater and pumping equipment for both systems.
2. Ensure the proper treatment of water from local groundwater sources.
3. Take water samples and make field tests to confirm water treatment procedures and adjust chemical feeders accordingly.
4. Change chemical drums to keep a continuous flow.
5. Ensure that storage reservoirs are maintained at the proper operating levels.
6. Make minor repairs and adjustments to tools and equipment used.

7. Answer inquiries from citizens regarding work performed.
8. Maintain accurate records of work performed.
9. Assist other maintenance crews in emergency situations.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required.

Education & Experience:

1. Graduation from high school or equivalent.

Licenses & Certificates:

1. Possess a valid California Class C driver's license in conformance with adopted City driving standards.
2. Possess a valid California Class A driving permit within six months from date of hire and possess a valid California Class A driver's license within one year from date of hire.
2. Acquire a State of California Department of Health Services Water Distribution Operator Grade I within probationary period.
3. Successfully complete a Pulmonary Function Test and be certified to wear a respirator at time of hire.

Other Requirements:

1. Must be willing to work out of doors in various weather conditions.
2. Work extended hours as required and to respond from home to the Public Works Corporation Yard within 30 minutes when assigned to stand-by duty.
3. Respond to emergencies on a 24-hour stand-by basis.
4. Work within confined spaces.

Knowledge of:

1. Use and care of common hand tools.
2. Safety practices pertaining to the work.
3. Basic shop arithmetic.
4. Basic mechanical maintenance practices and methods.

Skill in:

1. Following oral and written instructions.
2. Dealing tactfully and effectively with the public.
3. Providing outstanding customer satisfaction (internally and externally).

Ability to:

1. Climb 30 - 50 feet on a ladder.
2. Perform physical labor and operate tools and machinery.
3. Perform duties using various types of personal protective equipment.
4. Establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL DEMANDS: Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
2. Employee must regularly lift and/or move up to 50 pounds of equipment over rough outdoor terrain. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus.

WORK ENVIRONMENT: Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Employee generally works 5% indoors and 95% outdoors; travel is required.
2. The work environment indoors is usually in a temperature-controlled office.
3. While performing the duties of this job outdoors, the employee often works in varying weather conditions, visiting developed and undeveloped sites in various stages of construction.
4. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to high level noises including but not limited to outdoor construction equipment.